



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 12600.1B
SPAWAR 01-4
01 December 1999

SPAWAR INSTRUCTION 12600.1B

From: Commander, Space and Naval Warfare Systems Command

Subj: TIMEKEEPING POLICY AND PROCEDURES FOR CIVILIAN EMPLOYEES

Ref: (a) DOD 7000.14-R
(b) SECNAVINST 7000.11C
(c) OASN(FM&C) memo 7420 (FMO-234) of 25 July 97

Encl: (1) Administrative Guidance Related to Timekeeping with /6 attachments
(2) Application for Restoration of Annual Leave

1. **Purpose.** To issue timekeeping policy and procedures for Space and Naval Warfare Systems Command (SPAWARSYSCOM) civilian employees.

2. **Cancellation.** SPAWAR 12600.1A, SPAWARINST 5330.4 and SPAWAR memo Ser 10/19 of 29 Mar 94 are cancelled by this instruction.

3. **Policy.** It is the policy of the Commander, Space and Naval Warfare Systems Command that all supervisors shall assure office coverage from 0700 to 1600 Monday through Thursday and 0700 to 1500 on Fridays. In the establishment of work schedules and arrival and departure times for civilian employees, supervisors shall consider the maintenance of a balanced work force to ensure the efficient conduct of command business, including effective response to emergency situations. Supervisors are responsible for the administration and authorization of overtime and leave, and the timely and accurate preparation, certification, and submission of Time and Attendance (T&A). The preparation of timesheets may be assigned to timekeepers and certification authority may be delegated. However, the assignment and delegation of these duties does not relieve the supervisor of the responsibility for the accuracy of T&A or the approval and administration of leave and overtime.

a. **Work Schedules**

(1) The following work schedules are authorized for full time employees:

(a) **Basic Work Schedule.** The Basic Work Schedule or 40/40, is comprised of five 8-hour workdays, 40 hours each week, 80 hours biweekly with an additional 30 minutes each workday for a lunch break.

01 December 1999

(b) **Compressed Work Schedule.** The Compressed Work Schedule (CWS) or 5-4/9 has a biweekly work requirement of 80 hours and is comprised of eight 9-hour workdays Monday through Thursday, one Friday 8-hour workday, and one Friday non-workday with an additional 30 minutes each workday for a lunch break. This will result in the employee working 44 hours in one week of the pay period, and 36 hours in the other week.

(2) Part time employee work schedules shall follow either the Basic Work Schedule or the CWS as appropriate. Guidance pertaining to the administration of part time employee work schedules is provided in enclosure (1).

(3) Supervisors shall approve and monitor employee work schedules and arrival/departure times. An Employee's regularly scheduled workday may not begin before 0600 or end after 1800.

(4) Participation in the CWS program is on a voluntary basis and no individual shall be required to participate. However, all requests to participate will be granted consistent with mission requirements and workload demands. In some cases, the supervisor may find it necessary to require certain individuals or organizational components to remain on the basic workweek (40/40) or to adjust employees' work hours (arrival and departure time) to accommodate the needs of the organization. Further, the supervisor may temporarily suspend or change the CWS day off, or permanently terminate participation in the program within their organizational components for operational reasons.

(5) A supervisor who denies requested participation in the CWS program must notify the employee(s) in writing.

(6) Generally, work schedules shall be in effect for a minimum of one-year, to assist in mission planning and continuity of support. However, as stated above, the work schedule of an individual or an organizational component may be changed more frequently by the supervisor if necessary to effectively meet work requirements; or at an employee's request, as in the case of personal hardship.

(7) The CWS program should not result in the establishment of additional supervisory positions, or require any supervisor to extend his or her workday beyond the scheduled hours of work. In situations where the presence of a supervisor is required, line management will coordinate schedules of supervisory and non-supervisory personnel to ensure office coverage.

(8) Instructions for establishing and changing employee work schedules are provided in enclosure (1).

b. **Annual Leave and Compensatory Time**

(1) **Annual Leave and Compensatory Time.** Annual leave and compensatory time shall be approved in advance by supervisors, except in an emergency, and will be charged to the nearest one-tenth hour (6-minute increments). Emergency annual leave shall be requested within two hours of the employee's normally scheduled arrival time.

(2) **Advanced Annual Leave.** The current leave year accrual of annual leave may be advanced if approved by the supervisor, and if there is reasonable assurance the employee will be in a duty status long enough to earn the advanced leave. Doubtful cases shall be disapproved. Subsequent lack of accrual may result in an indebtedness situation.

(3) **Approval Procedures.** Annual, compensatory, or advanced annual leave may be requested and approved via Application for Leave, Standard Form (SF) 71 or by electronic mail. If the electronic mail option is elected, the employee shall e-mail a leave request to their supervisor who then shall approve or deny the request via return e-mail to the employee. The timekeeper must retain a copy of the SF 71 or approval e-mail as supporting documentation to the timesheet for a period of 6 years.

(4) **Restoration of Annual Leave.** Annual leave will be scheduled and used throughout the year. Excess annual leave (use or lose) which is not taken by the end of the leave year, is subject to forfeiture. In the majority of cases, proper scheduling and use of leave will prevent employees from forfeiting excess annual leave. However, in rare cases where leave was scheduled and approved, and then subsequently denied because of an "exigency of the public business", the employee may request restoration of the forfeited leave. Procedures for restoration of forfeited annual leave are provided below:

(a) The leave request and approval must be documented in writing via an SF 71 or electronic mail before the start of the third bi-weekly pay period prior to the end of the leave year.

(b) Only the cognizant SPAWARSYSCOM Assistant Commander, Directorate Heads, Staff Office Heads, or Program Directors are authorized to certify the existence of an exigency of the public business, and approve the restoration of leave.

(c) To apply for restoration of leave, the employee must complete the Application for Restoration of Annual Leave provided in enclosure (2) of this instruction. The application requires justification for approval of the restoration request, and must bear the signatures of the employee, the immediate supervisor, the second level supervisor, and the appropriate approving official as listed in paragraph (b) above.

01 December 1999

(d) Once approval is granted, the Application for Restoration of Annual Leave must be forwarded to the Payroll Liaison Office, SPAWAR 01-41.

(e) The request, approval, and submission process must be completed within 30 days after the end of the leave year.

(f) Restored annual leave must be scheduled and used not later than two years after the date the leave is restored unless otherwise authorized as specified in reference (a).

(g) For assistance or additional information concerning the restoration of leave, contact the Employee Relations Program Manager, SPAWAR 00A-HR.

c. **Sick Leave**

(1) Sick leave may be used when an employee:

- Receives medical, dental, or optical examination or treatment.
- Is incapacitated by physical or mental illness, injury, pregnancy, or childbirth.
- Would, because of exposure to a communicable disease, jeopardize the health of others by their presence on the job.
- Must be absent from work for adoption-related activities.

(2) Sick leave shall be charged to the nearest one-tenth hour (6-minute increments). Unscheduled sick leave shall be requested within two hours of the employee's normally scheduled arrival time.

(3) **Family Care and Bereavement.** An employee may use a limited amount of sick leave for family care and bereavement. Procedures for the use of sick leave for these purposes are provided below:

(a) Sick leave may be used to:

- Provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment.
- Make arrangements necessitated by the death of a family member or attend the funeral of a family member.

01 December 1999

(b) A family member of the employee is defined as follows:

- Spouse, and parents thereof.
- Children, including adopted children and spouses thereof.
- Parents.
- Brothers and sisters, and spouses thereof.
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(c) Full time employees may use up to 40 hours of sick leave each leave year for family care and bereavement purposes. An additional 64 hours may be used as long as the employee maintains a balance of at least 80 hours of sick leave in their sick leave account.

(d) Part-time employees are also covered, and the amount of sick leave they may use for these purposes is pro-rated.

(e) Up to 40 hours of sick leave may be advanced for family care.

(f) Supervisors are responsible for ensuring that the use of sick leave for family care does not exceed the above limitations.

(4) **Advanced Sick Leave.** With the exception of employees serving under a limited appointment or with a specified termination date, supervisors may approve the advance of up to 30 days of sick leave. The employee must provide medical certification that the sick leave is required for the dates the leave is requested, and include a brief diagnosis and prognosis. Advanced sick leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. Advanced sick leave cannot be used until the employee's sick leave and excess annual leave (use or lose) is exhausted. Upon separation, employees must repay advanced sick leave not earned unless the separation is caused by death, disability retirement, or a disability which prevents the employee from returning to duty.

(5) **Approval Procedures.** Sick and advanced sick leave may be requested and approved via Application for Leave, SF 71 or by electronic mail. If the electronic mail option is elected, the employee shall e-mail a leave request to their supervisor and the supervisor shall approve or deny the request via return e-mail to the employee. The timekeeper must retain a copy of the SF 71 or approval e-mail as supporting documentation to the timesheet for a period of 6 years.

01 December 1999

d. **Family and Medical Leave**

(1) Under the Family and Medical Leave Act of 1993 (FMLA), covered employees are entitled to a total of 12 administrative workweeks of Leave Without Pay (LWOP) during any 12-month period for:

- The birth of a son or daughter and care of the newborn.
- The placement of a son or daughter with the employee for adoption or foster care.
- The care of a spouse, son, daughter, or parent with a serious health condition.
- Employee's own serious health condition that makes the employee unable to perform the duties of his or her position.

(2) Upon return from FMLA, the employee must be returned to the same or equivalent position. While on FMLA leave, the employee is entitled to maintain health benefits coverage. If the employee receives LWOP under the FMLA, they are responsible for paying the employee share of the health benefits premium.

(3) LWOP impacts an employee's annual and sick leave accrual as indicated in paragraph 3k below.

(4) The employee may choose to substitute annual leave for unpaid leave under the FMLA and may also substitute sick leave in those situations in which the use of sick leave is permitted.

(5) Further information regarding Family-Friendly Leave policies may be found at <http://www.opm.gov/oca/leave/html/levbro.htm>.

e. **Religious Leave**

(1) To the extent that modifications in work schedules do not interfere with the efficient accomplishment of an agency's mission, an employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or workweek must be permitted to work alternative work hours so that the employee can meet their religious obligation.

(2) The employee must notify their supervisor of their religious obligation and request alternative hours in order to earn religious leave to cover the observance. The supervisor must approve the religious leave earned and may determine whether the alternative work hours will be scheduled before or after the religious observance.

(3) The religious leave earned and taken shall be requested and approved via Application for Leave, SF 71 or by electronic mail. If the electronic mail option is elected, the employee shall e-mail the request to their supervisor and the supervisor shall approve or deny the request via return e-mail to the employee. The timekeeper must retain a copy of the SF 71 or approval e-mail as supporting documentation to the timesheet for a period of 6 years.

(4) The alternative hours or days worked to earn religious leave do not create an entitlement to premium pay, including overtime. Overtime pay provisions of Title 5 United States Code (USC) for exempt employees, and the Fair Labor Standards Act (FLSA) for non exempt employees do not apply, regardless of the number of hours or days the employee works in excess of their normal work schedule. For further information regarding Title 5 USC and FLSA see paragraph 3l(4) below.

(5) Religious leave earned is exempt from maximum pay limitations described in paragraph 3l(4)(h) below.

(6) Alternative hours worked must be recorded on the employee's timesheet as religious time earned. When the employee uses the religious time earned for religious observance, it will be recorded as religious time taken on the employee's timesheet.

(7) Employees may earn up to forty hours of religious leave. Religious leave taken in advance must be earned within ninety days or it will automatically be converted to annual leave. Religious leave earned may only be used for religious observances. If an employee is separated or transferred before using his or her religious leave earned, it will be paid at the employee's rate of basic pay in effect when the hours of work were performed.

(8) In lieu of earning religious leave to cover religious observances, employees may request annual leave.

(9) Procedures for recording T&A for religious leave are provided in enclosure (1).

f. Court Leave and Jury/Witness Fees

(1) Employees are authorized court leave with pay when summoned to serve as a juror, or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding in which the United States, the District of Columbia, or a State or local government is a party.

(2) An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the

01 December 1999

premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, either for an indefinite period, subject to call by the court or for a definite period in excess of one day. Therefore an employee may be required to return to duty or be charged annual leave if excused from jury service for one day or even a substantial part of a day. If an employee is excused for a substantial part of the day, they must contact their supervisor and the supervisor shall determine if the employee shall return to duty or be charged annual leave. However, the employee may not be required to return to duty if it would cause a hardship for him or her.

(3) If an employee is on annual leave when called for jury duty or witness service, court leave shall be substituted. No charge shall be made to annual leave for court service.

(4) The following information pertaining to jury duty or witness service shall be forwarded to the Payroll Liaison Office:

(a) A copy of the court summons shall be forwarded prior to the date the employee is to report to the court.

(b) When the employee has completed jury duty or witness service, the Certificate(s) of Attendance shall be forwarded. The Certificate of Attendance shall indicate the inclusive dates of service.

(c) Fees received for jury or witness duty on an employee's scheduled workday must be refunded to the government, by personal check or money order. The personal check or money order should be made payable to the Defense Finance and Accounting Service (DFAS). Fees not submitted within 45 days after completion of jury duty or witness service are subject to payroll deduction.

(d) Fees received for jury or witness services on a scheduled non-workday need not be refunded to the government.

(e) Allowances for, or reimbursement of, expenses paid to an employee for jury duty or witness services need not be refunded to the government. If there is any question as to whether a payment is for fees or expenses, the employee shall request a court official to provide a statement that identifies and separates the amounts paid for allowances and reimbursements.

g. **Military Leave**

(1) Eligible employees are entitled to military leave set forth in reference (a).

(2) When military leave is recorded on the timesheet, a copy of the orders directing the employee to active military duty, and a certified verification of attendance indicating completion of training duty must be forwarded to the Payroll Liaison Office when the employee returns to duty.

(3) Military leave is charged on a calendar-day basis. No charge is made to non-workdays at the beginning and end of a period of absence for active military duty, but all intervening non-workdays falling with the period of active military duty dates stated on the orders must be charged to military leave. If an employee has separate sets of orders or orders which cover separate periods of time, with return to civilian status between the periods covered in the orders, military leave shall not be charged for the time the employee is returned to civilian status.

(4) Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions.

h. **Continuation of Pay (COP)**

(1) Employees shall notify their supervisor immediately whenever they have a work related injury.

(2) Supervisors shall direct employees to contact their Personnel Manager Advisor (PMA) of the Commander Navy Region South West Human Resource Office (HRO) for information and assistance in applying for COP.

(3) When an employee sustains a disabling job-related traumatic injury while on the job he or she may be entitled to COP for up to forty-five calendar days.

(4) The period charged to the forty-five day entitlement begins with the first day of disability or medical treatment following the date of injury, provided that the absence began within 90 days after the injury.

(5) If the employee is unable to return to work following an injury, COP shall be charged against the forty-five day entitlement for the days the medical documentation shows the employee was disabled, including holidays, weekends, and regular days off. For example, if the physician indicates that disability shall continue through Saturday for an individual who has Saturday and Sunday off, COP shall be charged through Saturday.

(6) If the employee is partially disabled following the injury, and continues to work several hours each workday, each day or partial day of absence from work is chargeable as a full day of COP against the forty-five day entitlement.

01 December 1999

(7) If the employee has returned to work, but must receive medical attention related to the injury for a portion of a workday, a full day of COP will be counted against the forty-five day entitlement, even though the employee is not entitled to be absent for the entire day. For example, if an employee must use three hours in order to receive physical therapy for the effects of the injury, he or she is entitled to only three hours of COP even though one full calendar day will be charged against the forty-five day entitlement. If an employee is absent for all or part of the remaining workday, the time loss should be covered by leave, leave without pay, absence without leave, etc.

(8) Procedures for recording T&A for COP are provided in enclosure (1) of this instruction.

i. **Administrative leave.** Administrative leave is authorized by the Commander in situations where it is necessary to close all or part of the activity and administratively excuse the non-emergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building service that are potential health or safety risks. This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance.

j. **Excused Absence.** Excused absence refers to an authorized absence from duty without loss of pay and without a charge to paid leave. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties, and need not be recorded on the employee(s) timesheet. When appropriate, supervisors may authorize up to fifty-nine minutes for an excused absence. Authorization in excess of fifty-nine minutes shall be used sparingly and is not appropriate unless it is in connection with furthering a function of the government. Excused absences in excess of fifty-nine minutes may not be used to create or extend a holiday.

k. **Leave Without Pay (LWOP)**

(1) LWOP is a temporary non-pay status and absence from duty granted at the employee's request. LWOP will be approved in advance by the supervisor. Approved annual and sick leave may be converted to LWOP by the payroll system if the employee's leave balances are insufficient.

(2) Accumulation of LWOP impacts a full time employee's annual and sick leave accrual in increments of 80 hours as indicated below:

- If 80 hours of LWOP is recorded for a pay period, the employee will not receive their annual and sick leave accrual for that pay period.
- If LWOP is recorded over multiple pay periods, the employee will lose one pay period's annual and sick leave accrual each time they accumulate 80 hours of LWOP during the leave year.

(3) Accumulation of LWOP does not impact a part-time employee's annual and sick leave accrual. A part-time employee's leave accruals are calculated based on the number of hours worked.

(4) LWOP may be requested and approved via Application for Leave, SF 71 or by electronic mail. If the electronic mail option is elected, the employee shall e-mail a leave request to their supervisor and the supervisor shall approve or deny the request via return e-mail to the employee. The timekeeper must retain a copy of the SF 71 or approval e-mail as supporting documentation to the timesheet for a period of 6 years.

1. **Overtime**

(1) Supervisors are responsible for reviewing overtime usage and will ensure that the use of overtime to accomplish work requirements is minimized through adequate planning, establishment of proper lead times, and proper scheduling of leave.

(2) Overtime is authorized and approved work performed in excess of the employee's normal work schedule hours. Descriptions of the different types of overtime are provided below:

(a) **Regular Overtime.** Overtime work that is officially scheduled and authorized for prescribed days and hours on a continuing basis, and which has become a regular part of the employee's scheduled workweek.

(b) **Irregular Overtime.** Overtime work requested and approved on an individual case basis to meet specific work requirements, which cannot be accomplished within the normal workweek.

(c) **Callback Overtime.** Irregular overtime that occurs when it is necessary to return an employee to his or her workplace after an interval of at least one non-duty hour after the close of the regular workday.

(d) **Compensatory Time.** Time off with pay from an employee's workweek which is granted in lieu of payment for an equal amount of overtime work.

01 December 1999

(3) Authorization of Overtime and Compensatory Time

(a) It is SPAWARSYSCOM policy that regular overtime shall not be authorized. Only irregular overtime, callback overtime, and compensatory time may be authorized.

(b) At a minimum, the overtime authorizing official shall be at least one organizational level above the supervisory level requesting the use of irregular overtime or compensatory time.

(c) Authorization of overtime or compensatory time shall be in writing and include a justification of why the work is required. The authorization must be in advance of the performance of the work, except when the exigency of the situation prevents prior approval. When an exigency precludes prior approval, overtime and compensatory time must be approved and documented as soon as possible after the work has been performed.

(d) NAVCOMPT Form 2282 or electronic mail will be used to document request and approval of overtime and compensatory time, and to provide supporting documentation for the timesheet. If the electronic mail option is selected, the requestor shall e-mail an overtime request to their authorizing official, and the authorizing official shall approve or deny the request via return e-mail. The timekeeper must retain a copy of the approved NAVCOMPT Form 2282 or approval e-mail as supporting documentation to the timesheet for a period of 6 years.

(e) According to reference (b), exempt employees shall accrue up to 80 hours of compensatory time in lieu of overtime (see paragraph 4 below for information regarding exempt/nonexempt status). Exceptions to this requirement require a specific determination by the cognizant SPAWARSYSCOM Assistant Commander, Directorate Head, Staff Office Head, or Program Director that it is in the best interest of the department or staff office to authorize overtime vice compensatory time in order to accomplish work requirements.

(f) Compensatory time cannot be earned for holiday work.

(g) Overtime or compensatory time shall not be authorized for exempt employees for work performed at home or in quarters during temporary duty (TDY), travel time outside their normal duty hours, or while attending training.

(h) Under the provisions of the Fair Labor Standards Act (FLSA), non-exempt employees must be compensated for any overtime work performed for the benefit of the command, whether authorized or not, provided the employee's supervisor knew or had reason to believe the work was being performed and had the opportunity to prevent it. This includes travel on weekends and non-duty hours. Non-exempt employees may not be required to take compensatory time off instead of being paid overtime unless they request it.

(i) If an employee in TDY status is required to perform work on his or her scheduled regular day off, the employee and supervisor may request and approve a temporary change in work schedule in lieu of authorizing overtime or compensatory time.

(j) Generally, overtime and compensatory time should not be authorized in the same week that an employee is scheduled for annual leave.

(4) **Guidelines for Payment of Overtime and Compensatory Time**

(a) **Nonexempt employee.** Nonexempt employees are covered by the minimum wage and overtime provisions of the FLSA. FLSA requires that nonexempt employees be compensated for hours worked in excess of the standard workweek at a rate not less than one and one-half times the employee's regular rate of pay.

(b) **Exempt employee.** Exempt employees are excluded from FLSA provisions and are covered by the overtime and compensatory time provisions of Title 5 USC. Overtime is paid at the rate of 1.5 times the GS-10, step 1, regular hourly rate, regardless of the employee's regular rate of pay.

(c) **Demonstration Project supervisory positions are exempt.** The following represents the application of nonexempt and exempt status to nonsupervisory Demonstration Project positions where N=Nonexempt positions and E=Exempt positions:

	A	I	II	III	IV	V
DP	N	N	E	E	E	E
DA	N	N	E	E	-	-
DS	N	N	E	E	-	-
DT	N	N	N	E	-	-
DG	N	N	N	E	E	-

(d) The employee's exempt or nonexempt status is recorded in block 10 of his or her Leave and Earnings Statement and block 35 of his or her SF 50.

(e) There is no limitation on the number of hours of compensatory time an employee may accumulate, but compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it was earned.

(f) Compensatory time will no longer be automatically paid when an employee changes activities or Unit Identification Codes (UIC). However, compensatory time will be automatically paid if an employee separates or transfers to another Department or Defense Agency.

01 December 1999

(g) In accordance with reference (a), members of the Senior Executive Service (SES) are excluded from payment of overtime or compensatory time.

(h) Aggregate compensation (night pay, compensatory pay, overtime pay, premium pay, pay for Sunday and holiday work, basic pay) for any pay period may not exceed the maximum rate payable for a DP IV.

m. **Certification of Time and Attendance (T&A)**

(1) The certification of timesheets is an authorization for the expenditure of government funds. At the end of the pay period, each employee's timesheet shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as a certifying official.

(2) Certification must be based on knowledge and appropriate internal controls to ensure that accurate and timely data is recorded for all employees.

(3) Certifying Officials shall ensure that the appropriate supporting documentation is in place prior to certifying timesheets.

(4) T&A may be recorded for multiple employees on a timesheet(s). If more than one sheet is used, the certifying official must sign each sheet (page).

(5) Employees may not certify their own T&A.

(6) Employees shall initial or sign their timesheet, however certification of timesheets may not be delayed for the purpose of obtaining employees' signatures for leave when they are not available. Employees shall initial or sign timesheets upon return to duty.

(7) Correction tape or correction liquid shall **not** be used to make corrections or changes on timesheets. In addition, the employee and certifier shall initial the changes made.

(8) Administrative guidance related to timekeeping is provided in enclosure (1).

n. **Cost Center.** Each employee will be assigned a cost center, which is recorded in block 43 of the employee's SF 50. An employee's cost center is updated to the Defense Civilian Payroll System (DCPS), by the personnel database via a SF 50 action. T&A records and payroll related reports, such as the Leave Availability and Overtime/Compensatory Usage, are sorted by cost center. Identification of each employee with the proper cost center is critical to the correct and efficient input of T &A and the distribution of reports. Changes to an employee's cost center

01 December 1999

must be submitted to the HRO via an SF 52, Request for Personnel Action. Further information regarding cost centers is provided in enclosure (1).

o. Unit Identification Code (UIC)

(1) A UIC is a five character alphanumeric code used to identify organizational entities within standard Department of Defense (DoD) systems and internal Department of Navy (DoN) systems.

(2) Each employee is assigned a UIC, which is recorded in block 41 of the SF 50. The UICs assigned to SPAWARSYSCOM employees are provided below:

- 00039 - Management Headquarters.
- 42193 - SPAWAR Acquisition and Program Management.
- 42200 - SPAWAR Project Management Office.
- 35333 - Special Activities
- 3238A - PEO-IT

(3) Employees' labor cost is charged according to the assigned UIC. Identification of each employee to the proper UIC is critical to ensuring that labor cost is charged correctly.

(4) Updates and changes to an employee's UIC must be submitted via a SF 52, Request for Personnel Action.

4. **Protection of Records.** Timesheets and supporting documentation contain information that is protected by the Privacy Act, and should be stored in a locked metal cabinet when not being used for official purposes. Official purposes are:

- a. To record T&A and maintain leave records for civilian employees.
- b. To provide T&A information to individual employees and management; to provide audit trails for GAO, Navy Audit, and internal audit procedures; and to provide federal, state, and city tax information to appropriate authorities.

5. **Administrative Guidance Relating to Timekeeping Procedures.** Administrative guidance on command timekeeping procedures is provided in enclosure (1).

6. **Responsibilities**

a. **The SPAWAR Vice Commander, Deputy Commander, Program Directors, Directorate Heads, and Heads of Staff Offices shall:**

- (1) Designate supervisors and certifying officials who will be responsible for the administration of timekeeping functions within their organizations.
- (2) Hold supervisors and certifying officials accountable for proper leave administration and the accurate recording and reporting of T&A for employees.
- (3) Ensure that the CWS program is managed equitably within their organizations.
- (4) Ensure that overtime and compensatory time is limited to cases of necessity, is properly approved in accordance with references (a) and (b) and this instruction, and is performed within budget constraints.
- (5) Ensure that employees within their organizations are assigned to the appropriate cost centers and UICs, and that updates and changes to these codes are submitted via a SF 52, Request for Personnel Action.
- (6) Designate timekeeping coordinators to provide staff support and training to supervisors and certifying officials and timekeepers within their organization, and ensure that accurate and complete T&A data is recorded, approved, and retained by assigned timekeepers.
- (7) Ensure that timekeeping coordinators receive training provided by SPAWAR 01-41 prior to assigning timekeeping responsibilities.
- (8) Ensure that a current list of timekeeping coordinators, timekeepers and certifying officials for each of their organizations is maintained and provided to the Payroll Liaison Office, SPAWAR 01-41.

b. **Supervisors and Certifying Officials as delegated shall:**

- (1) Receive appropriate training from timekeeping coordinators.
- (2) Approve or disapprove work schedules and employee arrival and departure times.
- (3) Approve or disapprove employees' leave in accordance with references (a) and (b) and this instruction.

01 December 1999

(4) Ensure that overtime or compensatory time is worked only when properly authorized and approved according to references (a) and (b) and this instruction.

(5) Designate timekeepers and alternates.

(6) Ensure that employees, timekeepers and alternates appropriately record T&A data, and protect and retain all supporting documentation in accordance with references (a) and (b) and this instruction.

(7) Review and certify biweekly, corrected, and supplemental timesheets.

(8) Ensure that employees injured on the job are directed to HRO for guidance and procedures on how to apply for COP.

(9) Ensure that employees are familiar with the requirements of this instruction and that they initial their timesheet prior to certification, or as soon as possible after certification if they are not immediately available.

c. **Timekeeping Coordinators and Alternates shall:**

(1) Receive training, as provided by SPAWAR 01-4, the Payroll Liaison Office prior to assuming timekeeping coordinator duties.

(2) Provide staff support and serve as the principal points of contact for timekeeping matters within their department or staff office.

(3) Train new certifying officials and timekeeping candidates.

(4) Ensure that Work Schedule/Change Forms for new employees, and changes to existing employee work schedules are forwarded to the Payroll Liaison Office in accordance with enclosure (1) of this instruction.

(5) Review timesheets assigned to designated timekeepers to ensure that proper leave and overtime codes are used, required signatures are obtained, and any necessary documentation is attached to timesheets.

(6) Ensure that timesheets are forwarded to the Payroll Liaison Office, SPAWAR 01-41, for payroll processing following the time schedule in enclosure (1) of this instruction.

01 December 1999

(7) Ensure that all documents pertaining to T&A data are protected and retained in accordance with references (a) and (b) and this instruction.

d. **Timekeepers and Alternates shall:**

(1) Receive training from the timekeeping coordinators in their departments or staff offices prior to assuming timekeeping duties.

(2) Ensure that timesheet(s) and Work/Schedule Change forms are prepared and forwarded to the Payroll Liaison Office in accordance with enclosure (1) of this instruction.

(3) Protect and retain all timesheets and supporting documentation, including, but not limited to, denial of employee requests to participate in CWS and leave and overtime approvals, as required by this instruction.

e. **Employees shall:**

(1) Comply with the provisions of this instruction.

(2) Review or record T&A entries, correct any errors, and initial or sign their timesheet.

(3) Obtain approval from supervisors prior to using non-emergency leave, and report use of emergency leave to supervisors or certifying officials within two hours of the employee's normally scheduled arrival time.

(4) Work overtime or compensatory time only after receiving proper supervisory approval.

(5) If desired, request that their supervisor approve their participation in a CWS schedule.

(6) Submit personal payroll changes, such as changes to tax deductions, bonds, allotments, direct deposit, or home address, to the Payroll Liaison Office.

(7) Forward appropriate court leave documentation and jury or witness fees to the Payroll Liaison Office as required by this instruction.

(8) As appropriate, forward military leave documentation to the Payroll Liaison Office as required by this instruction.

SPAWARINST 12600.1B

01 December 1999

f. **SPAWAR 01-4 shall:**

- (1) Maintain this instruction on a current basis.
- (2) Provide general guidance and respond to inquiries concerning timekeeping procedures.
- (3) Designate personnel to provide payroll support and training to timekeeping coordinators.
- (4) Designate the Payroll Liaison Office Customer Service Representative(s) and locations.
- (5) Maintain a command master list of all timekeepers, timekeeping coordinators, certifying officials, and their alternates.
- (6) Ensure resolution of payroll problems relating to T&A inputs and employee information.
- (7) Distribute Leave Availability and Overtime Usage reports by cost center.
- (8) Monitor DCPS Jury Duty and Military Leave reports.
- (9) Maintain sick leave balances used for family care and bereavement purposes.

g. **SPAWAR Inspector General (SPAWAR 00G)** shall be responsible for annually reviewing and reporting to SPAWARSYSCOM on the administration of the payroll functions.

7. **Action.** All personnel assigned will fully discharge their responsibilities by this instruction.



ROBERT J. MARTIN
Deputy Commander

Distribution:
SPAWAR List 6
Stocked:
SPAWAR 08-44

ADMINISTRATIVE GUIDANCE RELATED TO TIMEKEEPING

Attachments: (1) Work Schedule/Change Form
(2) Biweekly Dual Certification Timesheet
(3) Biweekly Single Certification Timesheet
(4) Corrected Timesheet
(5) Supplemental Timesheet
(6) Defense Civilian Payroll (DCPS) Type Hour Codes

1. Work Schedule/Change Forms

a. Work Schedule information has a significant impact on the entry of Time and Attendance (T&A). T&A data recorded on the timesheet must match an employee's work schedule information. Schedule changes must be reported to the Payroll Liaison Office SPAWAR 01-41, as quickly and accurately as possible so that changes may be entered into the Defense Civilian Payroll System (DCPS) prior to T&A entry. A Work Schedule/Change Form (see attachment 1) must be forwarded to the Payroll Liaison Office whenever any of the following actions are required:

- Establish a work schedule for a new employee.
- Temporarily or permanently change an employee's existing Alternate Work Schedule (AWS) code (see paragraph "c" below).
- Change an employee's T&A Status code (see paragraph "e" below).
- Change an employee's UIC
- Change an employee's cost center (see paragraph 2 below).

b. DCPS will use the "Effective Date" that is input from the Work Schedule/Change Form to establish or change an employee's work schedule. As soon as the timekeeping coordinator or timekeeper is notified that an employee's work schedule should be established or changed in the system, a Work Schedule Change Form must be **signed** by the supervisor and forwarded to the Payroll Liaison Office:

- New Employee. Within two working days after the new employee has reported for duty.
- Change in Existing Work Schedule. Prior to the beginning of the new pay period.

Enclosure (1)

c. The authorized SPAWAR work schedules, and their associated DCPS AWS codes are provided below:

- Basic Work Schedule (40/40) – AWS Code 0
- Compressed Work Schedule (CWS) (44/36 or 36/44) – AWS 6

d. The Basic Work Schedule (AWS 0) may be used for part time employees who work less than 40 hours a week, but whose workdays “follow” a 40/40 schedule (no more than 8 hours per day). The CWS (AWS 6) may be utilized for part time employees who work less than 44/36 or 36/44 hours in a week, but whose workdays follows a CWS schedule. In either case, the number of hours and days the employee is scheduled to work must be recorded on the Work Schedule Change form, and the total hours must match the total number of hours reflected on the employee’s SF 50. Changes to a part time employee’s total number of hours must be submitted to the HRO office via a SF 52, Request for Personnel Action.

e. The T&A Status Code is used to report changes to an employee’s employment status. The Payroll Liaison Office must be notified of these changes to ensure that new employees are paid accurately and timely, and that incorrect payments are not processed for separating or deceased employees. T&A Status Codes are listed below:

A	-	ACTIVE
P	-	PENDING SEPARATION
X	-	DECEASED.

f. The Work Schedule/Change Form is available in the Financial Guidance Section of the SPAWAR 01 web site on the Corporate Intranet.

2. **Cost Center**. Generally, the cost center mimics the first four digits of the organizational code (block 42 of the SF 50); however, for certification and report distribution purposes, employee’s cost center may be “rolled up” to a higher level cost center within the organization. For example, employees in code 0141 may be rolled up to 0140 and they will be recorded and sorted in DCPS as 0140. As a result, their timesheet(s) must reflect 0140, and they will be reported on the Leave Availability and Overtime/Compensatory Usage report under 0140.

3. **T&A Requirements**

a. An alternate shall be designated for each timekeeper, timekeeping coordinator, and certifying official. The Payroll Liaison Office shall be provided an updated list whenever there are changes to assigned personnel.

Enclosure (1)

b. When completing biweekly T&A input, one of the two options below may be selected to record and certify T&A:

OPTION 1 – Dual Signature Certification:

- The timesheet(s) will reflect T&A for all employees within a cost center, including the immediate supervisor.
- This option requires two signatures. The immediate supervisor will certify/sign for their employees, and the second level supervisor will certify/sign for the immediate supervisor's T&A.
- If more than one timesheet page is used to record employees T&A, each page must be certified/signed.
- Attachment (2) provides an example of the format to be used for "Dual Signature Certification".

OPTION 2 – Single Signature Certification:

- Supervisor's and employee's T&A will be recorded on separate timesheets.
- This option requires the immediate supervisor's/certifying official's signature and allows supervisors at the division level or above to certify/sign a timesheet containing all of their employees.
- Attachment (3) provides an example of the format to be used for "single Signature Certification".

c. Corrected T&A input as follows:

- Must be submitted on separate timesheets from biweekly or supplemental timesheets.
- The timesheet should indicate that the input is for corrected T&A and identify the pay period the correction pertains to.
- The incorrect T&A should be recorded and marked with an "*" as indicated in the example provided in attachment (4). The correct T&A should be recorded immediately below the incorrect T&A.
- The timesheet should be initialed by the employee, and certified by the appropriate supervisor/certifying official.

d. Supplemental T&A input as follows:

- Supplemental T&A pertains to overtime worked after the submission of biweekly timesheets.

Enclosure (1)

SPAWARINST 12600.1B

01 December 1999

- Supplemental T&A must be submitted on separate timesheets from biweekly or corrected timesheets.
- The timesheet should indicate that the input is for supplemental T&A, and identify the pay period the T&A pertains to.
- The timesheet should be initialed by the employee, and certified by the appropriate supervisor/certifying official.
- Attachment (5) provides an example of a supplemental timesheet.

e. Attachments (2) through (5) are available in the Financial Guidance Section of the SPAWAR 01 web site on the Corporate Intranet.

f. Timekeepers and timekeeping coordinators are responsible for ensuring that the following information is appropriately recorded on biweekly, corrected and supplemental timesheets:

- Pay period ending date.
- Number of pages of timesheet.
- Timekeeper's name and phone number.
- Employee's social security number.
- Employee name(s).
- Cost center code(s).
- UIC.

g. Only exceptions to the normal work schedule should be recorded, such as leave taken, overtime, compensatory time earned or compensatory time taken. Attachment (6) provides a list of the DCPS Type Hour Codes to be used when recording exceptions. Attachment (6) is available in the Financial Guidance Section of the SPAWAR 01 web site on the Corporate Intranet.

h. Annual and sick leave may be charged to the nearest one-tenth hour (6-minute increments).

i. Overtime and compensatory time shall be worked for a period of not less than one hour per day.

Enclosure (1)

4. Delivery of Timesheets

a. Biweekly Timesheets

(1) Completed biweekly timesheets shall be delivered to the Payroll Liaison Office no later than 0900 on the Thursday prior to the end of the pay period, or in the case of holidays, by an earlier date as designated by the Payroll Liaison Office. **Timesheets must be submitted on time, in order to ensure proper payroll processing.** Timesheets that are not properly prepared will be returned to the timekeeper, which may result in unprocessed T&A.

(2) Biweekly timesheets should include all planned leave through the ending date of the pay period, and overtime worked up to the day before the submission of the timesheets (overtime may not be recorded before it is worked).

b. Corrected and Supplemental Timesheets

(1) Corrected/supplemental timesheets shall be delivered to the Payroll Liaison Office no later than 0900 on the first Monday after the end of a pay period. In the case of holidays, an earlier date may be designated by the Payroll Liaison Office.

(2) Late delivery of corrected and supplemental timesheets will result in a two-week delay in payments or adjustments.

5. Religious Leave

a. **Religious Leave Earned.** Type hour code "CR" will be recorded on the employee's timesheet for the hours or days worked in excess of the employees normal work schedule. Religious leave earned may be earned and recorded prior to taking religious leave, or earned and recorded after taking religious leave.

b. **Religious Leave Taken.** Type hour code "CA" will be recorded on the employee's timesheet for the hours or days used for the religious observance.

6. Continuation of Pay (COP)

a. On the day an employee is injured on the job, type hour code "LU" shall be posted to the employee's timesheet along with the number of hours left in the day. If the injury occurs at the

Enclosure (1)

SPAWARINST 12600.1B

01 December 1999

end of the day, when the employee is leaving the workplace or while working overtime, "LU" will be posted with no hours.

b. If the employee is unable to return to work following an injury, type hour code "LT" (traumatic leave) and the applicable duty hours will be recorded on the employee's timesheet for the days the medical documentation shows the employee was disabled, including holidays, weekends and regular days off.

c. If the employee returns to work on a part time basis the number of hours the employee is at work is recorded as regular hours on the employee's timesheet. The remaining hours are recorded as "LT".

d. If the employee has returned to work, but must receive medical attention related to the injury for a portion of a workday, the number of hours the employee is at work is recorded as regular hours on the employee's timesheet. The hours the employee receives medical attention are recorded as "LT" for traumatic leave and remaining hours may be charged as appropriate to leave, leave without pay, etc.

Enclosure (1)

01 December 1999

Work Schedule/Change Form

SSN: xxx-xx-xxxx	NAME: Employee Name		ACTIVITY-UIC: XXXXX		COST CENTER: XXXX			
EFFECTIVE DATE XX XXX 19XX	TIME & ATTENDANCE STATUS CODE X	ALTERNATE WORK SCHEDULE CODE: X		WORK STARTING TIME XXXX				
PAY PERIOD								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
WEEK 1								<input type="checkbox"/> YES <input type="checkbox"/> NO
SHIFT								
NIGHT DIFFERENTIAL								
WEEK 2								<input type="checkbox"/> YES <input type="checkbox"/> NO
SHIFT								
NIGHT DIFFERENTIAL								
STANDING JOB ORDER NUMBER Nxxxxx9xMDWxxxx				UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____				
SIGNATURE OF SUPERVISOR				CODE <i>employee</i>	PHONE <i>timekeeper</i>	DATE SUBMITTED		

Timekeepers will use the Work Schedule/Change Form to:

- Establish a work schedule for a new employee.
- Temporary/permanent change to an existing schedule
- Change employee's "Time and Attendance Status Code".
- Change an employee's UIC.
- Change an employee's cost center.

The Time & Attendance Status Code block is used to report changes to an employee's employment status. Codes that can be used are:

"A" = Active
 "P" = Separation
 "X" = Deceased

Employee work schedules are assigned an Alternate Work Schedule (AWS) Code in DCPS. Authorized schedules are:

"0" = Basic (40/40)
 "6" = CWS (44/36 or 36/44)

The Standing Job Order Number is based on the employee UIC, as listed below. The "xx" should be replaced with the last two digits of the fiscal year: UIC Job Order Number

00039	N00039xxMDW9000
42193	N42193xxMDW1000
42200	N42200xxMDW2000
35721	N35721xxMDWPE00
3238A	N3238AxxMDWPEIT

BIWEEKLY TIMESHEET

Pay Period Ending: (02/27/99) Page 1 of 2 pages:

Timekeeper Name: Ken Slaus Timekeeper Phone #: 42124

UIC: 42193

WEEK 1

WEEK 2

SSN	EMPLOYEE NAME	COST CENTER	EMP INITIALS	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7
XXX-XX-XXXX	Sally Wells (Immediate Supervisor)	014A	SW	LA		2hrs						LA							
				LS								LS							
				CE								CE							
				CT								CT							
				OU								OU		2hrs					
				XX								XX							
XXX-XX-XXXX	David Lipton	014A	DL	LA			9hrs					LA							
				LS								LS							
				CE								CE							
				CT								CT							
				OU								OU							
				XX								XX							
XXX-XX-XXXX	Susan Berry	014A	SB	LA								LA							
				LS								LS							
				CE								CE							
				CT								CT							
				OU								OU							

Remarks:

(Signature) Sally Wells

(Signature) Steven Brown

(Typed Name of Immediate Supervisor/Certifying Official) Sally Wells

(Typed Name of 2nd Level Supervisor/Certifying Official) Steven Brown

BIWEEKLY TIMESHEET

Pay Period Ending 10/27/99 Page 1 of 2 pages:

UIC: 42193

Timekeeper Name: Kim Glas Timekeeper Phone #: 42124

WEEK 1

WEEK 2

SSN	EMPLOYEE NAME	COST CENTER	EMP. INITIALS	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7
XXX-XX-XXXX	Sally Wells	0144	SW	LA		8hrs						LA							
				LS								LS							
				CE								CE							
				CT								CT							
				OU								OU		2hrs					
XXX-XX-XXXX	Tim Woods	0148	TW	LA								LA							
				LS			9hrs					LS							
				CE								CE							
				CT								CT							
				OU								OU							
XXX-XX-XXXX	Sherni Cope	0148	SC	LA								LA			9hrs				
				LS								LS							
				CE								CE							
				CT								CT							
				OU								OU							

Remarks:

(Signature) Steven Brown

(Typed Name of Immediate Supervisor/Certifying Official) Steven Brown

CORRECTED TIMESHEET

Pay Period Ending: 02/13/99 Page 1 of 2 pages:

UIC: 42193

Timekeeper Name: Kim Slaus Timekeeper Phone #: 47124

SSN	EMPLOYEE NAME	COST CENTER	EMP INITIALS	WEEK 1							WEEK 2												
				TYPE HR CODE	Sun Day 1	Mon Day 2	Tues Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Day 7	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7				
XXX-XX-XXXX	Sally Wells	0144	SW	* LA		2hrs											LA						
				LS		2hrs											LS						
				CE													CE						
				CT													CT						
				XX													XX						
				XX													XX						
				LA													LA						
				LS													LS						
				CE													CE						
				CT													CT						
				XX													XX						
				XX													XX						
				LA													LA						
				LS													LS						
				CE													CE						
				CT													CT						
				XX													XX						
				XX													XX						
				LA													LA						
				LS													LS						
				CE													CE						
				CT													CT						
				XX													XX						
				XX													XX						

Remarks: * Corrected T&A for Sally Wells

Signature: Steven Brown

(Typed Name of Immediate Supervisor/Certifying Official) Steven Brown

SUPPLEMENTAL TIMESHEET

Pay Period Ending: 02/27/99 Page 1 of 2 pages:

Timekeeper Name: Kim Sias Timekeeper Phone #: 47124

UIC: 42193

WEEK 1

WEEK 2

SSN	EMPLOYEE NAME	EMP. INITIALS	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7	TYPE HR CODE	Sun Day 1	Mon Day 2	Tue Day 3	Wed Day 4	Thu Day 5	Fri Day 6	Sat Day 7
XXX-XX-XXXX	<i>Sally Wells</i>	<i>SW</i>	LA								LA							
			LS								LS							
			CE								CE							
			CT								CT							
			XX								OU						<i>8 hrs</i>	
			LA								LA							
			LS								LS							
			CE								CE							
			CT								CT							
			XX								XX							
			LA								LA							
			LS								LS							
			CE								CE							
			XX								XX							
			LA								LA							
			LS								LS							
			CE								CE							
			XX								XX							

(Signature) Steven Brown

(Typed Name of Immediate Supervisor/Certifying Official) Steven Brown

01 December 1999

DCPS

TYPE HOUR CODES

CA - RELIGIOUS TIME TAKEN
CE - COMPENSATORY TIME EARNED
CR - RELIGIOUS TIME EARNED
CT - COMPENSATORY TIME TAKEN
HG - HOLIDAY PREMIUM (GRADED)
KA - LWOP (LEAVE W/OUT PAY)
KB - SUSPENSION
KC - AWOL (ABSENT W/OUT LEAVE)
KE - FURLOUGH
LA - ANNUAL LEAVE
LB - ADVANCED ANNUAL
LC - COURT LEAVE
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LM - MILITARY LEAVE
LN - ADMINISTRATIVE LEAVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK LEAVE
LT - TRAUMATIC INJURY (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LY - TIME OFF AWARD
OU - OVERTIME UNSCHEDULED
RG - REGULAR (GRADED)

SPAWARINST 12600.1B
01 December 1999

APPLICATION FOR RESTORATION OF ANNUAL LEAVE

EMPLOYEE NAME: _____ EMPLOYEE SS# _____

*DATE EMPLOYEE SUBMITTED REQUEST FOR ANNUAL LEAVE _____

* DATE LEAVE DISAPPROVED _____

*DATE(S) DURING WHICH ANNUAL LEAVE WAS SCHEDULED FOR ACTUAL USE:

DATE AMOUNT OF LEAVE SCHEDULED

*IT IS REQUIRED THAT THE ORIGINAL SF-71 (OR OTHER WRITTEN DOCUMENTATION)
BE ATTACHED TO SUPPORT THE ASTERISKED INFORMATION.

DUE TO THE EXIGENCY DESCRIBED BELOW, THE FOLLOWING APPROVAL IS
REQUESTED: (CHECK ALL THAT APPLY)

_____ DENIAL OF SCHEDULED ANNUAL LEAVE AND RESTORATION OF DENIED
ANNUAL LEAVE UNDER THE PROVISIONS OF PUBLIC LAW 93-181

_____ INCREASE OF 80-HOUR MAXIMUM OF COMPENSATORY TIME ALLOWED

_____ INCREASE OF COMPENSATORY TIME CARRYOVER FROM ONE LEAVE YEAR TO THE
NEXT. THE INCREASED MAXIMUM WILL BE CANCELLED AT THE END OF THE _____ LEAVE
YEAR AT WHICH TIME OVERTIME PAYMENT WILL BE MADE FOR ANY COMPENSATORY TIME
OVER 80.

DESCRIBE SPECIFIC JUSTIFICATION FOR NECESSITATING APPROVAL OF ABOVE REQUEST:

SIGNATURE OF EMPLOYEE/DATE

SIGNATURE OF SUPERVISOR/ DATE

SIGNATURE OF 2ND LEVEL SUPERVISOR/DATE

SIGNATURE OF APPROVING OFFICIAL/ DATE

APPROVAL/DISAPPROVAL

_____ HOURS OF ANNUAL LEAVE ARE AUTHORIZED TO BE RESTORED TO A SPECIAL
ACCOUNT. RESTORED ANNUAL LEAVE TO BE USED NO LATER THAN THE END OF THE LEAVE
YEAR ENDING TWO YEARS AFTER RESTORATION OF LEAVE.

Enclosure (2)